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OFFICE OF TRAINING
Principal Activities and Accomplishments
Fiscal Year 1967

I. Career Training Program

A. Output

The CT Program exceeded [] its EOD goal of [] (Directorate requirements plus [] for attrition) and missed by one its total transfer requirements to the Directorates of []. Although initiated, personnel actions for [] of the placements had not been effected by 30 June.

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Requirements by Directorate

Transfers by Directorate

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B. Surveys

Two major surveys of the CT Program were completed. The Inspector General Survey complimented the administration of the Program but found fault with the training courses, particularly those oriented toward the Clandestine Services. Several course changes have been implemented as a result of their recommendations.

At the request of OTR, a survey of our Intelligence School was conducted by a senior DDI representative. [] helped us to revise and sharpen our DDI-oriented training.

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C. Course Changes

Courses for DDP-destined Career Trainees were reduced from []

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[redacted] Much of the curtailed DDP training will eventually be given but the substance of the courses is more appropriate to a later period in the officer's career.

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D. Career Training Coordinator

A CT Coordinator was appointed with responsibilities for all CT training courses. He is concerned with matters such as course suitability, content, length, location, and other general administrative areas pertaining to CT training.

E. Course Cycling at [redacted]

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[redacted] changed from a semester year to a trimester year because of increased CT student requirements. This change permits us to meet the increased student number without an increase in staff or facilities.

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II. Selected Training Areas

A. Language Training

The implementation of a major language policy last year has increased by 50 per cent the number of students in full-time language training and by 76 per cent the number of student days of language training. Positions requiring language capabilities have been identified Agency-wide. A program to validate [redacted] untested claims plus an accumulation of [redacted] new claims is two-thirds completed. By comparing language-identified positions and tested proficiencies, language gaps have been identified. A new program of revalidating tested claims on a three-year cycle was begun.

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B. Training in Support of Vietnam

For Vietnam assignments, [redacted] employees completed a special one-week Vietnam Orientation Course, [redacted] employees took a special one-week PM refresher course, and [redacted] employees, [redacted] of whom were military detailees, took a new five-week operations training

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program (SVNOC) tailored for specific Southeast Asia requirements.

C. Foreign Operational Training

[Redacted]

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D. Training Attendance

Recognizing that Career Trainees and other employees may attend a series of courses in a given year, [] students completed [] runnings of [] separate courses. This compares to [] students attending [] runnings of [] separate courses last fiscal year.

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Under Agency-sponsored training, [] employees were placed in [] This approximates the fiscal year 1966 number of placements made and facilities used.

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E. Course Developments

A reassessment of the Agency's covert action mission resulted in the revision of all training in this area and a new course,

[Redacted]

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III. Special Studies and Reports

A. Cost of Training Study

In response to a Bureau of the Budget request, a cost of

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training report for Fiscal Year 1966 was prepared. The report detailed all training costs, including such items as students' and guest lecturers' salaries and cost of facilities.

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B. Program Assisted Instruction (PAI) Report

The final report of the Instructional Systems Study Group found that PAI can effectively be applied to our training courses on a selected basis, and that Computer Assisted Instruction (CAI) may be an effective way of meeting future training requirements. Twelve OTR instructors took an internal course in PAI and developed eight useful short programs in training areas of operations, support, intelligence and language. We have purchased a video recorder system and plan to test its application to PAI techniques.

C. [] Survey

A joint OTR/TSD survey was made of [] the results of which reaffirmed the training and research missions of that Base and the retention of responsibilities for management by the Office of Training.

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D. "Stockholders" Report

We have prepared an annual report for each Directorate and for the Office of the Director which shows their participation in OTR internal and external training programs. Areas of training rather than specific courses are emphasized. Statistics are presented by Office (or Division) in numbers of students and student days. The reports permit comparisons to total Agency participation.

E. Analysis of Courses and Students

We examined all courses in regard to their content and objectives. Each training hour was analyzed; several courses have been changed and most now have new or revised syllabi. The suitability of students attending OTR courses was reviewed.

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The results indicated that, with few exceptions, most students were qualified to attend the courses and that the courses were suitable to their career development.

IV. The Agency's Image

A. External Briefings

We conducted 240 briefings for [] people at 9 government institutions and 18 briefings for [] people at 19 non-government institutions. For the most part, these briefings covered topics such as the Agency's mission and functions and the Agency's role in the Intelligence Community.

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B. Special Briefings of Senior Officials

Special briefings were given to 23 officials at the general, ambassadorial, or like civilian rank who were destined for foreign posts or to other special assignments.

C. Group Visits

Responsibilities for the management of group visits to the Agency, formerly conducted by the Office of Central Reference, was transferred to the Office of Training. Under this expanded responsibility, we conducted 11 visits for the Brookings Institution Conference for Business Executives, 2 visits for JCS/DIA officers, 13 visits for NSA professional officers, and 6 visits for State junior officer trainee students.

D. Full-Time External Representation

Three Training Officers continued our full-time representation at the National Interdepartmental Seminar, the Defense Intelligence School, and the Special Forces Warfare Center.

E. Motion Pictures

We have completed a script for production of a film on the Agency's image.

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V. Management

A. Personnel

We met our requirement to reduce personnel by [] positions by 30 June 1967.

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During the Fiscal Year, [] personnel were on rotation to OTR training positions of whom [] were from the Clandestine Services. During the same period [] OTR careerists were on rotation to various Agency Offices, [] of whom were assigned to the Clandestine Services.

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New efforts were made to improve the quality of Clandestine Services instructors rotated to the Office of Training.

B. Motion Picture Requests

New procedures were established for requesting the production of motion picture films; in particular, the requesting office is required to bear the cost of production in excess of our normal personnel and physical resources.

C. Overtime Reduction

Overtime at [] was reduced 45 per cent as a result of tighter controls.

D. Move of Clerical Training

The Clerical Training Faculty moved from [] to the Ames Building in Rosslyn. The new facility has improved the physical atmosphere for new clerical employees and permits more efficient training of new employees during their assignment to the Agency pool. The move should improve attendance in the Clerical Refresher Courses and facilitate the testing and processing of summer employees.

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